



2004

Site Identification Form

Line-by-Line Instructions

Small Quantity Generators Version

This form is filled out with your most currently submitted information. Please change any incorrect, incomplete or missing information.

General Instructions

Paper filers please use blue or black ink.


These instructions will help you complete your Site ID Form. Please read all instructions before completing this form.

- A RCRA Site ID number is assigned to a unique physical location and cannot be changed or moved to a new address.
- Review the information in block 3 through 9 to see if the information is true and correct.
- In block 10 check *only* the items that apply to your company.

Additional instructions for paper reporters:

- Make changes or additions on the form in section (B), if needed.
- Be sure to sign and date block 13 in ink.
- Check block 14 if interested in electronic filing.
- Mail your Site ID Form with any additional forms if required.

Electronic reporters:

- Click the  button on each section of the form for information about that section.
- When you finish your Site ID Form, save it. If it is the only form you need to file, you can click the validation link on the Annual Report Checklist Screen. If no validation errors are found you can click the Submit Data link on the Annual Report Checklist Screen to send the Site ID Form to Ecology.

Section 1. Reason for submittal

A Component of the Dangerous Waste Annual Report:

- Leave Section 11 "Description of Hazardous Waste" blank
- Enter the year the report covers in YYYY format, for example "2004"

Revised: To update information previously submitted for this RCRA Site ID number:

- Enter the date these revisions became effective

- Complete the entire form

Use Section 12 "Comments" for explanations of the revised information



If your facility location changes send *two* Site ID Forms. Check "Withdraw" on the form for the old location to inactivate the RCRA Site ID number. You must meet all the requirements for withdraw as noted below. Check "New Notification" on a blank form for the new location to request a RCRA Site ID number. You only need to apply for a new RCRA Site ID number if there will be regulated amounts of DW generated at your new location.

A blank Site ID form can be printed from our website at <http://www.ecy.wa.gov/programs/hwtr/reportingrequirements.html> or contact Ecology.

Withdraw: You can withdraw your RCRA Site ID Number if you have stopped regulated DW activities at this site, or if you went out of business or no longer occupy the site.

To Withdraw:

- Check "To Withdraw Site Identification Number."
- Enter the date your dangerous waste activities stopped as the effective date.
 1. Complete block 2 "RCRA Site ID Number" through block 9 "Forms Contact"
 2. Sign and date block 13
 3. Send a copy with an original signature to Ecology

The RCRA Site ID number withdrawal will be approved by Ecology after the following three conditions are met:

1. *All* regulated waste generating or management activities have ceased at this site, and
2. *All* regulated wastes have been removed from the site under proper manifests (In the case of TSDR facilities operating under interim or final permit status, Closure must be completed pursuant to Chapter 173-303 610 WAC), and
3. *All* DW annual reporting requirements must be completed. By checking the "component" on the Annual Report box on this form you will meet the reporting requirements for the current reporting year.



Note that previous years' Dangerous Waste Annual reports must also be submitted.

Reactivate: To reactivate a previously withdrawn RCRA Site ID number

- Check "To Reactivate Site Identification Number."
- Enter the date the reactivation will be effective.
- Complete the entire form.
- Send a copy with an original signature to Ecology.

Section 2. RCRA Site ID Number

The RCRA Site ID Number is pre-printed for you on your form.

Section 3. Site location information

The site location address cannot be changed unless addresses or streets are re-numbered or re-named by your local government. Please contact Ecology for assistance.

North America Industrial Classification System (NAICS) Code: Verify the pre-printed NAICS code is still correct. Refer to the NAICS codes listed in Appendix B, *Reporting Codes* on page 71 or visit <http://www.census.gov/epcd/naics02/index.html> for more information.

Type of Business: Please provide a brief description of the type of business activity that takes place at this location. For example, "Gas station with store".

Section 4. Company mailing address

Verify the mailing address of your company is still correct. Make corrections as needed.

Section 5. Legal owner

Verify the name, address, and telephone number of the legal owner, company, or corporation of this business. Make corrections as needed.



Owner Since: If the ownership changed during the reporting year, include the date that this party took ownership. Contact Ecology for assistance filing the Annual Report(s) for the year the ownership change occurred.

- **Owner Type:** Mark the appropriate box that best describes the legal status of the owner of this business. If you choose "Other", please specify the owner type in Section 12 (Comments).

Section 6. Land owner

Verify the name, address, and telephone number of the owner that owns the property the business is located on. Make corrections as needed.

- **Owner Type:** Mark the appropriate box that best describes the legal status of the land on which the business is located. If you choose "Other", please specify the owner type in Section 12 (Comments).

Section 7. Site operator

Verify the name, mailing address and telephone number of the Site Operator. The Site Operator in the context of these forms is the person responsible for the operation of the site to which the RCRA Site ID Number is assigned.

- **Operator Type:** Mark the appropriate box that best describes the legal status of the operator of this business. If you choose "Other", please specify the operator type in Section 12 (Comments).

Section 8. Site contact

Verify the name, mailing address, telephone number and e-mail address of the contact person for site visit related questions.

Section 9. Form contact

Verify the name, mailing address, telephone number, and e-mail address of the person within your company to be contacted in regards to this report. Ecology will mail any future annual reporting related documents to this contact person.

Section 10. Types of regulated waste activity

Check **ONLY** the boxes that apply to your waste activities. Other than the Generator Status and Frequency questions, most of these activities do not apply to facilities that only generate DW.

10-A-1. Generator of Hazardous Waste

If you generate and/or accumulate a dangerous waste that is regulated by Chapter 173-303 WAC, you must check one of the following boxes:

- a. **LQG:** Monthly waste generation and/or accumulation is 2,200 pounds or more of Dangerous Waste, or 2.2 pounds or more of WT01 Extremely Hazardous Waste.
- b. **MQG:** Monthly waste generation is 220 pounds or more, but less than 2,200 pounds, of Dangerous Waste. An MQG's accumulation (at any time) is not more than 2,200 pounds for waste with a QEL of 220 pounds, or 2.2 pounds for waste with QEL of 2.2 pounds.
- c. **SQG:** Monthly waste generation is less than the quantity exclusion limit (QEL) (220 pounds for most common wastes or 2.2 pounds for WT01 Extremely Hazardous Wastes) and whose accumulation (at any time) is not more than 2,200 pounds for waste with a QEL of 220 pounds, or 2.2 pounds for waste with QEL of 2.2 pounds.
- d. **XQG:** Dangerous waste was not generated during the reporting year, but the site's RCRA Site ID number remained active.

10-A-2. Frequency of Generation

Check the box that best describes the frequency of your generation:

- a. **Monthly:** Generate waste at least once each month
- b. **Batch:** Generate waste less frequently than once a month
- c. **One-time only:** Waste disposal is a one-time only occurrence

10-A-3. Transporter of Hazardous Waste

Transporters physically move waste off-site from one site to another by air, rail, highway, or water. If you transport dangerous waste, check the appropriate box(s) to indicate what your site does:

- a. Transport own waste
- b. Transport for commercial purposes

The Federal Highway Administration at (360) 753-9875 has US Department of Transportation (USDOT) information. Call the Washington Utilities and Transportation Commission (WUTC) at (360) 753-6423 for motor carrier safety regulations.

10-A-4. Recycler of On-Site Waste

On-site recycling means to use, reuse, or reclaim a material after it has been generated.

- **Do not** check this box if you send your waste Off-site to a TSDR for recycling.
- Check this box if you have waste that is recycled without prior accumulation, i.e. it is "hard-piped" in a closed loop system. You must **notify** for this activity, but **do not count** the amounts toward your generator status and **do not report** it.
- And/or check this box if you accumulated waste on-site prior to recycling. You must **notify** for this activity, **count** the amounts toward your generator status and **report** it.

10-A-5. Transfer Facility of Hazardous Waste

"Transfer facility" means any transportation related facility including loading docks, parking areas, storage areas, buildings, piers, and other similar areas where shipments of dangerous waste are held, consolidated, or transferred within a period of ten days or less during the normal course of transportation.

10-A-6. Permit-by-Rule (PBR)

Permit-by-Rule facilities, activities, and conditions are listed and fully described in WAC 173-303-802.

10-A-7. Treatment-by-Generator (TBG)

Mark this box if you are a generator treating your own waste on-site, in accumulation tanks or containers according to the standards established by Technical Information Memorandum (TIM) 96-412 (revised May 1999), *Treatment by Generator*. You can read or print TIM 96-412, Treatment by Generator, from the Internet at <http://www.ecy.wa.gov/biblio/96412.html> or contact Ecology for a copy.

10-A-8. Mixed Radioactive

A radioactive source, special nuclear, or by-product material waste, subject to the Atomic Energy Act of 1954 (42 U.S.C. 2011 et seq.), which is mixed with a non-radioactive dangerous waste. This waste is regulated under dangerous waste regulations as well as the Nuclear Regulatory Act and must be reported on dangerous waste forms.

10-A-9. Importer of Hazardous Waste

An importer brings dangerous waste into Washington State from a foreign country. The waste is regulated according to the *Dangerous Waste Regulations*, but it may not be regulated in the country of origin.

DO NOT check this box if you receive waste from inside the United States.

10-A-10. Treatment, Storage, Disposal or Recycling (TSDR) Facility

This does not apply to most generators.

A TSDR facility:

- Has received a permit (or interim status) in accordance with the requirements of the Department of Ecology,
- has received a permit (or interim status) from another state authorized in accordance with EPA regulation 40 CFR Part 271,
- has received a permit (or interim status from EPA in accordance with 40 CFR Part 270), or
- is regulated under WAC 173-303-120 (4)(c) or 173-303-525 when recycling dangerous waste.

10-A-11. 24-Hour Recycler of Off-Site Waste

If you commercially receive and immediately (within a 24-hour period) recycle wastes generated off-site, check this box.

10-A-12. Dangerous Waste Fuel Activity



Used Oil Fuels are not Dangerous Waste Fuels. See Section 10 C.

If you generate, market (sell), blend, or burn dangerous waste fuel, check the appropriate box or boxes to indicate your waste fuel activities:

"Dangerous waste fuel" - Dangerous Waste Fuel is any dangerous waste or any fuel that contains dangerous waste which is burned for energy recovery in a boiler or industrial furnace, as long as the boiler or industrial furnace is not regulated as a hazardous waste incinerator.

"Generator of fuel" - Person, by site, whose act or process produces dangerous waste fuel or whose act first causes a dangerous waste fuel to become subject to regulation.

"Generator who markets to a burner" - Persons who send their waste fuel directly to a burner.

"Other marketers" are:

- "Distributors" - Persons who distribute but do not process or blend dangerous waste fuel. Distributors may broker fuel by arranging for the final disposition of the fuel.
- "Blenders" - Persons who produce, process, or blend fuel from dangerous wastes.

If you burn dangerous waste fuel on-site, check the appropriate box to indicate the type(s) of combustion devices in which dangerous waste fuel is burned.

- "Utility boiler" - A boiler that is used to produce electricity, steam, or heated or cooled air for sale.

- "Industrial boiler" - A boiler located on the site of a facility that is engaged in a mechanical or chemical manufacturing process to transform substances into new products, including the component parts of products.
- "Industrial furnace" - Any of the following enclosed devices that are integral components of manufacturing processes and that use controlled flame combustion to recover materials or energy:
 - Cement kilns
 - Lime kilns
 - Aggregate kilns including asphalt kilns
 - Phosphate furnaces
 - Refining furnaces
 - Titanium dioxide chloride process oxidation reactors
 - Methane-reforming furnaces
 - Other devices as specified by Ecology

Refer to "Boiler" in Appendix C, *Definitions*, beginning on page 111 of this guidance for more information.

Deferrals/exemptions (in federal register only):

- "Smelter deferral" - You process hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100 (d), or to recover economically significant amounts of precious metals as described in 40CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h).
- "Small quantity exemption" - You burn small quantities of hazardous waste in an on-site boiler or industrial furnace as described in 40 CFR 266.108.
- "Other" exemptions - List the exemption in the space provided.

10-B. Universal Waste Activities

"Universal waste" means any of the following dangerous wastes:

- Batteries as described in WAC 173-303-573(2);
- Thermostats as described in WAC 173-303-573(3); and
- Lamps as described in WAC 173-303-573(5).

Refer to Ecology publications:

- Ecology Publication # 98-407, *Universal Waste Rule for Batteries and Mercury-Containing Thermostats*. You can read or print it from the Internet at <http://www.ecy.wa.gov/biblio/98407.html>.
- Ecology Publication # 00-04-020, *Focus Sheet: Universal Waste Rule for Dangerous Waste Lamps* WAC 173-303-573. You can read or print it from the Internet at <http://www.ecy.wa.gov/biblio/0004020.html>
- *Dangerous Waste Regulations*, WAC 173-303-573

10-B-1. Large Quantity Handler of Universal Waste (LQHUW)

A "Large quantity handler of universal waste" accumulates 11,000 pounds or more total of universal waste (batteries, thermostats, and lamps calculated collectively) and/or accumulates more than 2,200 pounds of lamps at any time.

This designation as a large quantity handler of universal waste is retained through the end of the calendar year in which 11,000 pounds or more total of universal waste and/or 2,200 pounds of lamps are accumulated.

Refer to **Universal waste handler** in *Appendix C*, starting on page 111 for more information.

10-B-2. Destination Facility for Universal Waste

"Destination facility for Universal Waste" - A facility that treats, disposes of, or recycles a particular category of universal waste as described in WAC 173-303-573 (9) (a), (b) and (c) and 173-303-573 (20) (a), (b) and (c).



A facility where universal waste is only accumulated is not a destination facility.



A small quantity handler of Universal waste batteries, thermostats, or and lamps is not a destination facility.

10-C (1-4). Used Oil Activities

Do not check these box(s) unless they apply to your facility.



Please refer to Appendix C Definitions, starting on page 111, to determine if they apply.

Section 11. Description of hazardous waste

11-A. Waste Codes for Federally Regulated Hazardous Wastes

- If you checked "A Component of the Dangerous Waste Annual Report" - **DO NOT fill out this section.**
- If you checked "Revised" - Enter any Federal waste codes that apply to your waste. If your waste has not been designated you may estimate your waste codes.
- If you checked "Withdraw" - **DO NOT fill out this section**

Federally Regulated Hazardous Waste Codes begin with:

- "P" or "U" – Listed Discarded Chemical, for example – P065
- "F" or "K" – Listed Sources, for example- F003
- "D" – "D001", "D002", and "D003" – Ignitable, Corrosive, Reactive, and Toxic (TCLP) Characteristics, for example – D004

11-B. Waste Codes for State Regulated Dangerous Wastes

- If you checked "A Component of the Dangerous Waste Annual Report" - DO NOT fill out this section.
- If you checked "Revised" - Enter any Federal waste codes that apply to your waste. If your waste has not been designated you may estimate your waste codes.
- If you checked "Withdraw" - DO NOT fill out this section.

State Regulated Dangerous Waste Codes begin with "W", for example- WT02.

Refer to State Regulated Dangerous Waste Codes in the Appendix C, *Definitions*, on page 120.

Section 12. Comments

Enter information needed to complete or explain any information on the Form. Include a cross reference to the Section the comment applies to.

Section 13. Certification (for paper filers only)

Sign the Site ID Form. Your form must be submitted to Ecology with the signature, in ink, of an authorized representative of your site.

An authorized representative is defined by the US EPA in the Code of Federal Regulations, 40 CFR 260.10 as the person responsible for the overall operation of a facility or an operational unit (i.e., part of a facility), e.g., the plant manager, superintendent or person of equivalent responsibility.

Permitted Treatment, Storage, Disposal, or Recycling (TSDR) facilities should refer to WAC 173-303810(12) for guidance on designating the appropriate representative.

A contracted consultant does not qualify as an authorized representative of your facility in this context. Any forms that do not have a signature in the Certification Section will be returned.

14. Electronic submittals (for paper filers only)

Check this box if you are interested in electronic filing of your Annual Dangerous Waste Report and notification information over the internet. Ecology will mail a Personal Identification Number (PIN) and electronic filing instructions in a letter addressed to the Forms Contact in Section 9 on this form.